



## CITY COUNCIL WORK SESSION

Monday, December 16, 2024 at 6:00 PM  
Council Chambers and YouTube Livestream

Website: [www.forestparkga.gov](http://www.forestparkga.gov)  
YouTube: <https://bit.ly/3c28p0A>  
Phone Number: (404) 366.4720

**FOREST PARK CITY HALL**  
745 Forest Parkway  
Forest Park, GA 30297

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James  
The Honorable Hector Gutierrez

The Honorable Latresa Akins-Wells  
The Honorable Allan Mears

Ricky L. Clark Jr, City Manager  
Randi Rainey, City Clerk  
Danielle Matricardi, City Attorney

### DRAFT MINUTES

**CALL TO ORDER/WELCOME:** Mayor Butler called the meeting to order at 6:00 pm.

**ROLL CALL:** A quorum was established.

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		•
Kimberly James	Council Member, Ward 1		•
Hector Gutierrez	Council Member, Ward 3		•
Latresa Akins-Wells	Council Member, Ward 4		•
Allan Mears	Council Member, Ward 5		•

John Wiggins, Finance Director; Jeremi Patterson, Deputy Finance Director; Shalonda Brown, HR Director, Diane Lewis; Deputy HR Director, Fire Chief Latosha Clemons; David Halcomb, Deputy Fire Chief; Joshua Cox; IT Director; Pauline Warrior, Chief of Staff; Director, Marsellas Williams, Economic Director; Nicole Dozier, Planning Community Director; Dorothy Roper-Jackson, Court Director; James Shelby, Project Manager; Michelle Hood, Deputy City Clerk; Brandon Criss, Police Chief; and Danielle Matricardi, City Attorney.

**ADOPTION OF THE CONSENT AGENDA WITH ANY ADDITIONS / DELETIONS:**

It was motioned to adopt the Consent Agenda.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:**

It was motioned to adopt the Agenda.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**CONSENT AGENDA:**

It was motioned to adopt the Consent Agenda.

Motion made by Councilmember James, Seconded by Councilmember Mears.

Voting Yea: Councilmember James, Councilmember Gutierrez, Councilmember Akins-Wells, Councilmember Mears

**1. Council Discussion of Lighting Service Agreement for 4798 Jonesboro Rd – Public Works****Background/History:**

The City Of Forest Park is seeking approval from the Council to enter into a Lighting Service Agreement #LP101193 with Georgia Power. This agreement with Georgia Power will mitigate the low lighting issues at the corner of Jonesboro Rd and Watts Rd. This agreement is for Georgia Power to install 1 new LED light fixture on the existing pole. The City will incur a monthly cost of \$27.00 or \$324 per year.

4798 Jonesboro Rd      1 additional light fixture      \$324 per year.

Street Lighting 100-51-4260-53-1233

**2. Council Discussion of Surplus Vehicles – Public Works Department****Background/History:**

The Public Works Department has received authorization from the Police and Rec and Leisure Departments to surplus 15 inoperable vehicles. These vehicles were deemed too costly to repair due to their age and faulty components. Some of the vehicles will be replaced by newer models previously approved by the Council. The surplus vehicles will be listed for auction on public surplus. The attached documents provide detailed vehicle listings and departmental approvals.

**3. Council Discussion of 14 Temporary Easements for Sidewalk Improvements on Linda Way, Forest Park, GA- Public Works****Background/History:**

In continuation with our sidewalk improvement projects, the City needs to secure 14 temporary construction easements for the right-of-way on Linda Way. These easements are necessary to facilitate construction activities, access, and other project-related requirements. These easements will enable the City to perform the necessary work without permanently acquiring the land, thereby reducing costs while achieving the desired improvements

#### **OLD BUSINESS: NONE**

#### **NEW BUSINESS:**

##### **4. Council Discussion of Board Appointment – Executive Department**

###### **Background/History:**

Throughout the course of the year, there are various board appointments that come up. Staff is seeking direction on the following board appointments:

Downtown Development Authority (Appointee to fill the unexpired **term of Nachae Jones, expiring December 19, 2024**. New Term to Expire December 19, 2028).

**Mayor Butler** noted that Ms. Jones has decided not to seek reappointment. She stated that the notice had been posted and sent to the governing body members. Mayor Butler stated that only one name has been submitted thus far. She noted that she would like the Council to consider appointing Joanne Evans to the board.

**Councilmember James** stated she thinks she is a great choice.

**Councilmember Gutierrez** noted he is happy about it.

**Councilmember Akins-Wells** thanked her.

**Councilmember Mears** thanked her.

##### **5. Council Discussion of Clayton County Board of Election to Conduct any and all Elections for the city – Executive Department**

###### **Background/History:**

In keeping with the approach endorsed by the governing body last year, staff is recommending that Clayton County be entrusted with overseeing the election process. As the City Manager is the sole certified election superintendent currently on staff, I believe that delegating this responsibility to the County will ensure the highest standard of electoral integrity, while also mitigating any potential conflicts of interest that could arise from my direct involvement in an election process.

Furthermore, the associated costs will be minimal and comparable to those agreed upon last year when the County was approved to manage the election, although that election did not ultimately take place. The City Clerk will retain responsibility for managing the qualifying process for candidates, as has been standard protocol in past elections.

**City Manager Clark** noted he is looking forward to finalizing a Memorandum of Agreement similar to what was executed last year for the election. He noted they ended up not having it because there was no

opposition. He noted the process will be the same as last year. The Municipal Clerk will be serving as the qualifying officer and will work with the county on the cost.

**6. Council Discussion to issue a Call for the Special Election to Fill a Vacancy for Ward 2 – Executive Department**

**Background/History:**

City Councilmember Antione Dabouze's seat became vacant on September 23, 2024. A Special Election will be held on March 18, 2025, to fill this vacancy. Immediately after his resignation, Council voted pursuant to the Charter to hold a Special Election in March 2025. The purpose of this resolution is to issue the official notice of the election as well as fix and publish said qualifying fees for the municipal office to be filled during the Special Election. As with previous years, Staff is recommending a three-day qualifying period, commencing on the period Monday – Wednesday, in accordance with the Official Election calendar issued by the Secretary of State's Office.

**City Manager Clark** noted that when they heard about the resignation of Councilmember Antione, they only decided when they wanted to have the election. He said this is the actual call for the election, which has to be posted by February 2nd or 3rd, 2025, by state law. He noted that the election will be held in March, and the Secretary of State usually publishes an annual calendar for the different elections. He noted that the clerk has reached out and the schedule has not been published for 2025.

**Attorney Matricardi** noted for clarity, the resolution states March 3; she noted that when approving this in regular session, it needs to be clarified.

**Michelle Hood, Deputy City Clerk**, noted those are the dates from last year.

**City Manager Clark** noted those are the anticipated dates.

**Mayor Butler** noted that was a short time frame and want to make sure the date is correct before voting.

**City Manager Clark** noted that he made the point at the beginning that the Secretary of State has not published the yearly calendar. He said we are going off last year's calendar. He noted that we will not know for sure until the calendar is published. He stated the dates cannot be altered, but they can change whether it is three days or five days for qualifying. He noted that we would confirm. Mr. Clark pointed out that the resolution states that qualifying will be on Monday, Tuesday, and Wednesday when the state says qualifying will be for the 2025 March elections.

**7. Council Discussion of Budget Amendment for General Fund and Special Revenue (Police)- Finance Department**

**Background/History:**

The City of Forest Park's FY24-25 Operating Budget was unanimously adopted by the city council on June 26<sup>th</sup>, 2024. Prior to the adoption of the budget, city staff advised that funding and revenues would continuously be monitored for accuracy and reporting purposes. Staff is recommending that the understated funds be added to the operating budget, for General Fund, Special Funds, Capital Funds, City Authorities, and Sanitation yearend closure procedure for the Annual Audit which will decrease/increase the current revenues to amend the decrease/increase of expenditures. Once the funds have been added to the operating budget, it is also recommended that the City Council approve a budget

amendment to accurately reflect the corrected operating revenue budget amount for the General Fund - \$42,665,374 and Special Fund (Police) - \$418,000 for FY24-25.

**Director Wiggins** noted that the correction will increase the stated general fund revenue previously adopted on June 26, 2024, from 41.9 to 42.7 and increase the expenditures from 42.1 to 42.7. He noted that Special Funds for police were previously reported at 8 thousand and will increase to 118 thousand. Director Wiggins said this will improve the city audit findings for the next fiscal year for the General and Special Funds. He stated he is basically adding 597 thousand plus dollars to revenue to amend the Budget. He noted at the same time, he would be transferring 436 thousand dollars to the fleet department for gas. He said the funds from another department with gas line items will be moved to the fleet to take care of the gas for the year. He noted that with this move there is some overage in revenue, which is where these funds come from. He said that staff is asking you to amend the budget for expenditures and revenues.

**8. Council Discussion of Ordinance requiring City Employees to resign upon Qualifying for Office – Ward 4 Councilmember Kimberly James- Legislative Offices**

The requested ordinance has been prepared to adopt and clarify the regulations concerning city employees as candidates for the Municipal Office. The proposed ordinance mandates that upon qualifying as a candidate for the specified elected offices, the employee must resign from employment. Qualification for office shall be conclusively presumed whenever an employee files a candidacy application and pays any related application fees.

**Councilmember Akins-Wells** noted she spoke to Attorney Matricardi about this and noted that whatever they decide to do is what they do. She said she thinks it is more personal than business. She noted this has happened before, but now people want to put policies in place forcing employees to resign. She noted she does not think it is okay.

**Councilmember Mears** noted that it has worked well for the past ten years and will be less complicated if they move forward with this.

**Councilmember James** noted she would like to make things clear. She stated that the policy in the past has been that you have to resign. She stated that the person who was going to run found out he would have to resign and withdraw from the race. She noted it is not new, but they just want to make it clear. Councilmember James noted it is standard policy, and she just wanted to make it clear.

**Councilmember Gutierrez** noted he remembered when this happened and thought it was already a policy. He asked what they were changing or voting on.

**Attorney Matricardi** noted this is to codify the policy because what they were doing was a typical practice. She noted that when looking at the personnel handbook and ordinances, it is not referenced. She said this is to prevent any type of conflict of interest with the day-to-day activities of employees.

**Councilmember Gutierrez** noted that they are just adding a description, but it is already common practice everywhere else.

**Attorney Matricardi** noted that most municipalities codify it in their Code of Ordinances, so this is just putting it on paper.

**Councilmember Akins Wells** asked if anyone had a copy of the policy, that is in place already.

City Manager Clark noted that they have not been able to locate it. He noted that Attorney Matricardi is going in that direction when speaking on a practice that has been in place but not codified.

**Councilmember Akins-Wells** noted that technically, it has not been in place because it is nowhere to be found, but it is just what the city has been doing.

**City Manager Clark** noted yes, it was practice not policy.

**EXECUTIVE SESSION:** (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

It was moved to recess into Executive Session at 6:18 p.m. for Personnel, Litigation, or Real Estate matters.

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells.  
Voting Yea: Councilmember James, Councilmember Akins-Wells, Councilmember Mears

It was moved to reconvene the work session at 7:02 pm

Motion made by Councilmember James, Seconded by Councilmember Akins-Wells.  
Voting Yea: Councilmember James, Councilmember Akins-Wells, Councilmember Mears

**ADJOURNMENT:**

**Mayor Butler** adjourned the meeting at 7:02 pm.

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